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UNITED STATES GOVERNMENT

# Memorandum

TO : Executive Assistant, OC

OCE-M-73-072

DATE:

FROM : Chief, Communications Engineering, OC

SUBJECT: OC ADP Requirements

REF : OC-M-73-425, dtd 23 July 1973

1. The Communications Engineering representatives on the OC ADP Applications Committee are, as previously designated for the Staff Communications Division,

25X1A

(alternate).

2. In discussions within Communications Engineering and with other elements it has been determined that, of those items previously submitted by SCD and CCD, the following are within our area of interest:

✓A. Program Trend Report Analysis

✓B. Top Secret Inventory

25X1A

✓C. World-Wide Equipment Report

D. PROPCAST

E. Equipment Failure Reports

*Now OC Report*  
*ICS Report #1*  
*CP# 3*  
*Non-Managed*  
*CP# 4*

The expanded information requested in paragraph 3 of the reference for those items is attached to this memorandum.

3. The items covered in the attachments are all existing reports. Other possible applications are under consideration but are not sufficiently defined to permit their inclusion in a timely response to your request. Those will be submitted as they are validated and more adequately defined.

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E2 IMPDET CL BY 027923

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Attachments:

- A. Program Trend Report Analysis
- B. Top Secret Inventory
- C. World-Wide Equipment Report [REDACTED]
- D. PROPCAST
- E. Equipment Failure Reports

25X1A

Distribution:

Original & 1 - Addressee, w/atts. (1 cy ea)

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UNITED STATES GOVERNMENT

# Memorandum

TO : Executive Assistant, OC

OCC-M-73-331  
DATE: 13 AUG 1973

FROM : Acting Chief, Communications Security Staff, OC

25X1A

SUBJECT: OC ADP Requirements

REF : OC-M-73-425, dated 23 July 1973

I 2a Monetary  
II 2a [REDACTED]  
b. 1 for 1 Dist  
d. Report Inventory  
e. Status Report  
IV 3d Crypto Clearance rept

1. The COMSEC ADP requirements listed in Sections I and III of the attachment to the reference are currently produced on the IBM System/3 computer [REDACTED]

25X1A

2. The following information is keyed to paragraph three of the reference:

a. The desired format is as indicated on the attached sample.

b. The data elements are indicated in the heading of each report.

c. The frequency of production is written on the front of each sample.

d. The reports are in current production.

e. The data required for updating is received from the various COMSEC accounts and from NSA.

f. OC-CS is responsible for updating the reports.

g. On-line capability is not required at the present time. However, the possibility of replacing the IBM System/3 with an on-line device at some future date should not be ruled out.

3. The COMSEC ADP requirements listed in Section IV of the attachment to the reference (excepting the crypto-clearance report) are of a dynamic nature, and not conducive to a set format. The programs pertaining to these requirements are, or will be, written by OC-CS as

E-2 IMPDET  
CL BY: 006162

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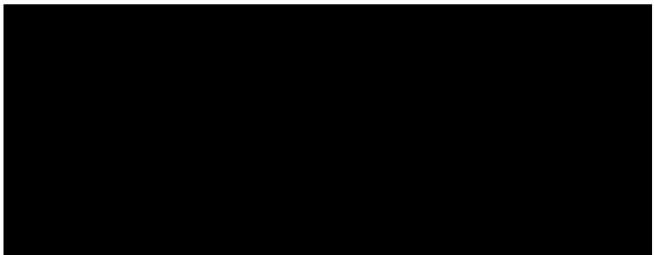


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required. The cryptoclearance report is currently produced on the IBM System/3 [REDACTED] and is updated on a non-scheduled basis. A sample of this report is attached.

25X1A

4. Any questions pertaining to COMSEC ADP requirements should be directed to [REDACTED], extension 2857. 25X1A



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Attachment:

Samples of OC-CS ADP Requirements

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OCD-M73-259  
10 August 1973

MEMORANDUM FOR: Executive Assistant, OC

25X1A FROM : Chief, [REDACTED] OC  
SUBJECT : OC ADP Requirements  
REFERENCE : OC-M-73-425

25X1A 1. Attached are the [REDACTED] ADP reports and information requirements pursuant to reference.

2. The following reports were initially listed as [REDACTED] 25X1A ADP requirements but it has been determined that the requirement is for a copy of each respective report when it is produced by the sponsor office.

25X1A *OP* ✓ PCR - [REDACTED] II.3.b  
✓ PANEL I II.3.c.  
*OP* ✓ PERSONNEL LOCATOR II.3.e  
✓ SEPARATION REPORT II.3.f  
✓ ADP EQUIPMENT INVENTORY III.3.d  
✓ STAFF COMMUNICATIONS EQUIPMENT PROGRAM III.3.d.  
✓ CROSS INDEX OF COMMUNICATIONS EQUIPMENT III.3.e  
✓ PROGRAM TREND ANALYSIS REPORT I.3.f. Same as I.6.a & I.5.b

25X1A 3. The Work Measurement program (COMSTAT) has been deleted from the [REDACTED] requirements.

Attachment:  
As stated

25X1A

*Priority  
Essential  
In part  
Useful*

CLASSIFIED BY <u>063546</u>
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY:
§ 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
<i>[Signature]</i>
(unless impossible, insert date or event)

Approved For Release 2000/08/04 : CIA-RDP79-01577A000100020012-6

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*Sh Schroeder*  
*pls see me/B*  
 OC-M-73-458  
 7 AUG 1973

MEMORANDUM FOR: ✓ Chief, Communications Operations *OK*  
 Chief, Communications Engineering *OK*  
 ✓ Chief, [REDACTED]  
 ✓ Chief, Communications Security  
 ✓ INFORMATION : Chief, Communications Services  
 Chief, Programs & Budgeting  
 SUBJECT : OJCS Program Maintenance Support for OC  
 Application Systems

25X1A

1. Please review the attached OJCS proposal and forward your comments to OC-EXA by 17 August 1973 for inclusion in a single office response.

2. The following list represents the OC ADP programs currently being supported by OJCS as reflected in the OJCS Monthly Project Activity Report:

Operations      CALCOLIN  
 CATRAN  
 COMSKED  
 KEYSET  
 REGION  
 [REDACTED]

25X1A

25X1A

[REDACTED]      COMSTAT  
 FEASIBLE  
 WIRELIST

Engineering      AFT  
 ANTENNA  
 [REDACTED]  
 FADEONCE  
 RADIO  
 RENOSYS

25X1A

COMSEC

25X1A

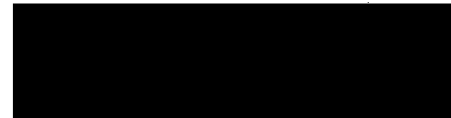
[REDACTED]

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EX-100 IMPDET CL BY 00323/

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3. Although OC-S and OC-P&B are not currently sponsors of ADP Applications Systems, as users of ADP reports both should be aware of the subject proposal and its possible impact on OC programs and activities.




25X1A

Executive Assistant/OC

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	D/OC/DDM&S, 2D00, Hqs.		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  The attached draft statement on OJCS computer program maintenance is a significant change in policy. Mr. Brownman agrees in <u>principle</u> with our proposal to apply this policy to all of our users, but we believe it should be tried in this Directorate first. I would appreciate your oral or written comments on the draft by 24 August 1973. <i>See attached Summary of OC. OC Components</i> <i>Concur.</i> <i>OC Concurrence shown to [REDACTED]</i> <i>8/17/73</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
D/OJCS, DDM&S, 2E29, Hdqrs., 4011			7/31/73
UNCLASSIFIED		CONFIDENTIAL	SECRET



DATE OUT 2 Aug 73	ORIGIN D/OJCS/DDM&S	DOC. SEC. CLASS SECRET
SUSPENSE DATE 17 Aug 73	ANSWERED (symbol, number; initials)	
SUBJECT CJCS Program Maintenance Support for DDM&S Application Systems		FILE CLASS/DESTROYED
1 cy 1 cy REC 1 cy <b>ACTION COPY</b>		ROUTING
		DATE SENT
		

STATINTL

# DRAFT

Approved For Release 2000/08/04 : CIA-RDP79-01577A000100020012-6

OJCS- -73

31 July 1973

MEMORANDUM FOR: Office of Communications  
Office of Finance  
Office of Joint Computer Support  
Office of Logistics  
Office of Medical Services  
Office of Personnel  
Office of Plans, Programming, and Budgeting  
Office of Security  
Office of Training

SUBJECT : OJCS Program Maintenance Support for DD/M&S  
Application Systems

1. Definitions.

a. Program Maintenance. Changes to a computer program required to improve its performance or utility, or to provide different outputs, such as a new style of report.

b. Scheduled Program Maintenance. Changes scheduled in advance and usually made at periodic intervals rather than as each change is suggested.

2. Policy. Effective 4 October 1973, the Office of Joint Computer Support (OJCS) will provide only scheduled program maintenance for DD/M&S applications. Exceptions may be made in emergencies or when approved in writing by the Director of Joint Computer Support.

3. Procedures.

a. Program maintenance will generally be done on a quarterly schedule.

b. User offices and OJCS project leaders may submit requests for program maintenance at any time prior to 10 days before the end of a given quarter.

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c. OJCS will consolidate all requests for program maintenance and prepare plans for performing the analysis and programming required. These plans will be sent to user offices with a request that any comments be returned to OJCS within five working days. All plans will include estimates of labor and machine costs to be charged to user accounts.

d. OJCS will fix programming mistakes or unexpected program performance problems which are of immediate concern to users as soon as possible. Program inadequacies or minor program faults which are not unduly disturbing to the users will be deferred until the next regular quarterly maintenance period.

e. All program maintenance requests will be forwarded to the Chief, Applications Division, OJCS, using Form 930, Request for Computer Services.

f. Quarterly program maintenance periods will begin on the first day of the months listed below:

OMS, OP, OS, OTR	--	January, April, July, October
OC, OJCS, OL	--	February, May, August, November
OF, OPPB	--	March, June, September, December

JOHN D. IAMS

Director of Joint Computer Support

# DRAFT

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Ex A: please survey the  
office & prepare reply.  
Jm.

**ACTION**

Info: OC-E

**SUSPENSE**

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FORM  
3-62

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USE PREVIOUS  
EDITIONS

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